

PUBLIC EMPLOYEES' RETIREMENT SYSTEM PERS-HRD-88 (Rev. 7/89) (PC)		Title of Position ACCOUNTING OFFICER (SPECIALIST) / ACCOUNTANT TRAINEE
POSITION DUTY STATEMENT <i>Please Reference Job # 6269/CR on the application</i>		Division and/or Subdivision FISCAL SERVICES DIVISION ADMINISTRATIVE ACCOUNTING
INSTRUCTIONS: The Executive Officer is required by Government Code Section 18805 to report (or to record) "... material changes in the duties of any position in his jurisdiction." The Position Duty Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the proportion of total work time occupied. Prepare copies for employee assigned to the position and his/her supervisor.		Location of Headquarters 400 Q Street Sacramento, CA 95811
		Position Number 275-220-4179-703
		Effective Date May 2009
Percent of Time Required	Effective on the date indicated, under general supervision of the Administrative Accounting Unit Supervisor the employee assigned to the above position performs the following duties and responsibilities:	
45%	Analyzes and processes various documents for payment (accounts payable) in compliance with departmental policy and accounting procedures prescribed by the State Controller's Office. Works with program areas in a professional manner to resolve discrepancies. Applies accounting principles and departmental policies to ensure appropriate accounts, funds, and fiscal years are utilized to provide accurate and consistent financial reports.	
15%	Prepares and posts journals to the general ledger timely and accurately. Maintains, reconciles, and makes corrections to the subsidiary ledger and the general ledger related to expenditures. Provides assistance to correct reconciling items between the State Controller's Office and the department's appropriation records.	
15%	Support and advises divisions, vendors, and budget staff to resolve technical issues related to expenditures, abatements and reimbursements.	
15%	Assists with research and analysis of reconciling items and prepares and posts necessary journal entries to resolve.	
10%	Participates as a technical expert in documenting critical processes and developing, testing, and implementing improvements.	